



SHELTON STATE
COMMUNITY COLLEGE

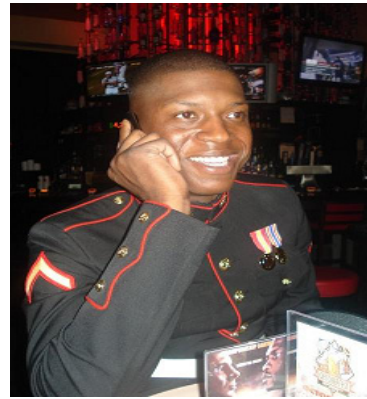
ADULT EDUCATION PROGRAM **Newsletter**

Quarter III
January - March 2009
Volume 4 - Issue 3

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STUDENT SPOTLIGHT

Chris Finney began attending the Tuscaloosa Career Center GED classes in April of 2006. Chris scored very high in both reading and math. Chris had a full time job working in a plant, so it was difficult for him to attend class regularly. Chris said, "Mrs. Davis would not let me give up. She continued to call me and encourage me to come to class. When she called, it motivated me to attend class. The last time I started back, I decided I was not going to stop coming until I passed my GED. Mrs. Davis told me I could pass it on the first try, and I did."



After Chris passed the GED in March of 2007, he joined the United States Marine Corp. He went to Paris Island Recruit Depot in South Carolina for a thirteen week training camp. He is currently a PFC in the Marines. Chris is stationed in San Diego, California, and he works as an administrative and legal clerk. Chris made Lance Corporal in March of 2009. He plans to attend college, so he can become an officer in the USMC. He visited his GED class because he wanted to show the other students what he had done with his life and encourage the other students. Ms. Davis and the students were all thrilled to have him visit and hear his story. Chris left the class with two quotes, "You can do anything with the right motivation" and "The harder right will always prevail over the easy wrong."

SSCC STAFF SPOTLIGHT

Mr. Johnny Parker began his collegiate studies at the University of Montevallo. Deciding to continue his education through the military, Mr. Parker enlisted in the U. S. Army in August of 1977. In 1979 he applied for the Officer Candidate School (OCS) at Fort Benning, Georgia. Upon completion of OCS, Mr. Parker was commissioned a Second Lieutenant in the U. S. Army Reserve and remained on active duty as an infantry officer. While working full-time on active duty and supporting a family, Mr. Parker continued his education by attending night school at Troy State University at Fort Benning, Georgia. He subsequently applied for a degree completion program and was selected to attend Auburn University to complete his degree. Following his graduation in 1984 with a Bachelor's degree, Mr. Parker continued his military career and service.

While serving in the Army, Mr. Parker held successive positions of increased responsibility including Infantry Platoon Leader, Company Executive Officer, Company Commander, Battalion Training Officer, Battalion Logistics Officer, Division Transportation Officer, Assistant Professor of Military Science at Mississippi State University (ROTC), Personnel Officer/Commander, Military Historian, and Senior Battle Simulation Coach and Team Leader. During his military career Mr. Parker attended various service schools for specialized training including Airborne School (Fort Benning), the NBC (Nuclear, Biological, and Chemical) Officer Course, Infantry Officer Basic and Advanced Courses, Northern Warfare Course (Alaska), Jungle Operations Warfare Course (Panama), Improved TOW (Anti-armor) Vehicle Training Course, Combined Arms and Services Staff School (Fort Leavenworth), Reserve Officer Training Corps Instructor Training, Battle Simulation Training, and the Command and General Staff College. Mr. Parker's military achievements and service have been recognized by his many decorations including the Meritorious Service Medal (2 awards), the Army Commendation Medal (2 awards), the Army Achievement Medal (3 awards), NCO Professional Development Ribbon, Army Good Conduct Medal, Armed Forces Reserve Medal, Army Service Ribbon, and the

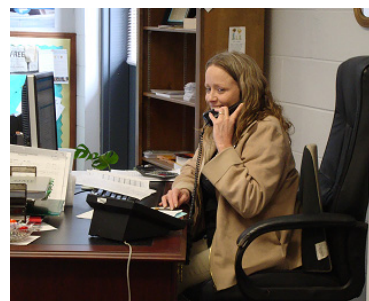
Parachutist Badge. While serving as an Assistant Professor of Military Science at Mississippi State University, Mr. Parker completed a Masters Degree in Political Science with a concentration in public administration. In 1992, Mr. Parker chose to retire from active duty and continue his military service in the Army Reserve. Mr. Parker retired in 2001 at the rank of Major with 23 years of combined active and reserve service.

After teaching four years at Mississippi State University, Mr. Parker had a strong desire to pursue a second career in education. In 1994, Mr. Parker found this opportunity at Shelton State Community College. While serving in various assignments with the College, Mr. Parker has continued his professional development through various workshops, conferences, and seminars as well as active participation in the Alabama Community College System Human Resources Management Association (ACCS-HRMA). He has completed Total Quality Management Training, Zenger Miller Leadership Training, and ACT Work Keys Job Profiler Certification. He has attended as well as presented at conferences sponsored by NISOD, the League for Innovation, ACT, ACSHRMA, the University of Alabama (annual HR Conference), and the Alabama Quality Awards Conference. Mr. Parker has worked diligently to help build an association for Human Resource professionals in the Alabama Community College System. Now in its 8th year of existence, the ACCS-HRMA is the annual sponsor for the system-wide annual Diversity Conference. Within this short period of time, Mr. Parker has served in successive leadership positions as Chair of the Professional Development Team, Vice-President, President, and Executive Council member of ACSHRMA. In 1995, Mr. Parker was selected to be the College's first Director of Process Improvement. In this position Mr. Parker was responsible for designing and implementing a Quality Improvement Model that would transition the College from a traditional committee model to a team-based model for employee participation in College governance. Mr. Parker facilitated the development of an innovative implementation concept called the **TEAMSpirit Initiative** which began the College's Quality Improvement journey. TEAMSpirit has since evolved into a mature system of teams and activities focused on the continuous improvement of processes and services for the customer constituencies of the College. Mr. Parker was a charter member of the College's Quality Council in 1995 and currently serves as the President's and Deans' representative. He teaches the TEAMSpirit portion of the New Employee Continuous Quality Improvement (CQI) course and has compiled a CQI Handbook for new employees. Mr. Parker contributed directly to the College receiving two of its three quality awards (2001, 2002, and 2003) in the Alabama Quality Awards competition. Mr. Parker served on the Quality Council Team that received a Silver Award for steering the College's Self-study for Reaccreditation and also served on the Quality Month Team that won a Silver Award for its planning and execution of the College's Quality Month events. Shelton State Community College was the first community college in Alabama to win these awards.

In 1998, Mr. Parker was assigned to the Office of Human Resources due to the retirement of the Assistant Director of Human Resources. Mr. Parker continued to perform his duties as Director of Process Improvement while performing additional duties in the Personnel Office. In 2001, Mr. Parker was selected to serve as Director of Personnel Services. Mr. Parker also serves as Chairperson for the College's Sick Leave Bank Action Group and the E-Salary Schedule Personnel Action Group that considers and makes recommendations to the President on annual requests for advancement and reclassification for Support Staff. In 2007, the College's payroll operations were integrated into the Human Resources Office. Since 2007, Mr. Parker has served as Director of Human Resources/Payroll.

AE STAFF SPOTLIGHT

Donna Kay Van Luvender is the receptionist/secretary for the Shelton State Community College Adult Education Department. She obtained her GED through the Shelton State Adult Education Program in 1995 and was selected as the student speaker for the graduation ceremony. She has worked in Adult Education for four years. Before coming to Shelton State, Kay worked in several grocery stores as a Bakery/Deli Manager.



Kay was born and raised in Tuscaloosa, Alabama. She married Vincent Van Luvender and moved to Greenwood, Mississippi, for five years. Kay and Vincent have a daughter, Nikki, who is 23 years old and is working on her master's degree in accounting at the University of Alabama. Vincent has worked as the computer manager at the VA Hospital for 24 years. Kay enjoys going to the river. Kay is glad to be a part of the Adult Education Department's mission to open educational and occupational opportunities to the residents of West Alabama.

AE FACULTY SPOTLIGHTS

Wynn Anderson Simmons graduated from the University of Alabama with a degree in Collaborative Special Education K-12 and has over 10 years experience in the Tuscaloosa County school systems. She has taught Independent Living Skills to students with severe & profound disabilities at Davis Emerson Middle School for the last six years. Wynn is new to the Adult Education Program starting in December with the Bridge Program's TASS (Tuscaloosa Adolescent Support Services) unit. "Education is crucial for my students to become successful in life; the challenge for them is to find the motivation and the alternate venues of learning that can give them confidence in themselves to succeed at anything they do."

Wynn has two children who attend Brookwood High School and are very active in the Brookwood Crimson Star Band, Brookwood Indoor Drumline, and Brookwood Crimson Star Guard. Her son will graduate in May and plans to attend Shelton State Community College.

Eugene Spencer graduated from Stillman College with a degree in Secondary Education. He furthered his education by earning advanced degrees in secondary education and administration from Alabama State University. He taught American history and government on the high school level for twenty-five years and served as a high school administrator for thirteen years. After retiring from the public school sector, he worked part-time at the University of Alabama for one year. Eugene is currently an Adult Education instructor at the Hale Technology Center in Greensboro, Alabama, and enjoys every minute of it. When asked to share a quote about Adult Education he stated, "The goal of every Adult Education instructor should be to provide each individual with an opportunity to fulfill his/her dream of success and happiness in life."

Eugene and his wife, Mary, have been married forty-one years. They have one son, Anthony, and one grandson, Brandon. They are devout Christians and members of Saint Paul A.M.E. Church where Eugene serves on the Trustee Board and the Stewardship and Finance Committee. Eugene's favorite hobby is nurturing his green plants. He enjoys giving that little extra help to his green plants as well as to his adult learners.

PARTNER AGENCY/ HOST SITE SPOTLIGHT

Tuscaloosa Adolescent Support Services (TASS), an evening reporting center, is a community-based alternative for a target group of juveniles who would otherwise be committed to the Alabama Department of Youth Services (ADYS) or detained in the Tuscaloosa Juvenile Detention Center (TJDC). TASS supervises up to 30 (male and female) adolescents, five days per week during after school hours into the evening. Adolescents are ordered by the court to participate in this program.

The Bridge, Inc. administers the program and serves as the lead administrative agent for TASS and as the provider and quality assurance conduit between TASS, Tuscaloosa County Juvenile Probation and Court Services, and Alabama Department of Youth Services.

The SSCC Adult Education Program provides an adult education class for TASS students who are at least 16 years of age, withdrawn from school, and interested in pursuing a GED. This class provides two hours of instruction Monday through Friday. TASS provides the necessary space and resources needed for a positive classroom environment. Wynn Simmons, a member of the SSCC Adult Education faculty, is the instructor.

Members of the Bridge team are Tangi Landers, MSW, Tuscaloosa Youth Services Coordinator; Greg Dreveny, BS, CTRS, Program Manager; Colleen Hudson Grice, MA, Primary Counselor; MoYacca Jones, MS, Community Mentor Specialist; and Marilyn Simon, MA, Case Manager.

NATIONAL REPORTING SYSTEM UPDATE FOR INSTRUCTORS

- If a student separates and then returns to class (re-enrolls), you need to submit a new Enrollment Form (or copy of the old with updated demographics and test score) so that we will know in which subject to re-enroll the student.
- Scores over six months old are not valid.
- It causes confusion when a separated student is listed on the class Contact Hour Report, so please do not forget to turn in those Enrollment Forms.
- If a student transfers to your class from another class, please make sure you change the name of the class to reflect your class on the Enrollment Form. If you change the class name on the form, the student will be entered in the old class again, so be sure to change the class name.
- Please run Testing Alerts and test students who are in need of retesting.

ON-SITE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Shelton State Community College Adult Education staff provided computer help sessions that were available for instructors to be refreshed and updated on the ever changing world of

technology. The computer help sessions included assistance with AAESAP (accessing and using the tables and reports), email (sending, receiving, making folders), Microsoft Word (basic commands), AEFL Timesheets, and SSCC Timesheets. Several instructors took the opportunity to sit down with a staff member and ask questions they may have had and/or review troublesome areas they may have in the areas mentioned above.



CONFERENCE PRESENTATIONS



Phillip Johnson presented at the “Doing What Matters Conference” held at the Bryant Conference Center in Tuscaloosa, Alabama on February 4, 2009. The presentation was entitled “Literacy: the Future of Our County.” Phillip Johnson, Ruth Gladdis, and Johnnie Aycock all discussed different methods to fight the rise of illiteracy. Phillip discussed the number of people who needed adult education services and the need for literacy volunteers. Ruth encouraged the use of Dolly’s Imagination Library and explained what the K-12 systems are doing to promote literacy. Johnnie described the programs and services that the literacy council have and things they would like to do in the future.

DROP OUT RECOVERY PLAN

Adult Education staff members and high school counselors communicate regularly and at least once a quarter the counselors send contact information (name, phone number, and address) for their students who have dropped out of high school. The AE program staff members contact the students and tell them about our Adult Education classes. The partnership with the high school counselors is working well. We are appreciative of all they do to help their students connect with our program. Our program has a new email address: ged@sheltonstate.edu. **Lisa Waldrop**, the College’s Director of Recruiting, sends a quarterly email newsletter to all the counselors in our service area. The phone number for the Counseling Center is 205.391.2232.

ATTENDANCE VERIFICATION

Candy Denny (candy.denny@sheltonstate.edu / 205.391.2673) documents all attendance verification for the SSCC Adult Education Program. **Students needing verification should plan ahead. A student must have a Release of Information Form with the relevant recipients listed before Ms. Denny can provide the attendance verification. Students should bring the Request for Enrollment /Attendance Verification Form with them.** This form is filled out and signed by the instructor.

PLUS UPDATE

PLUS Tuscaloosa is a community wide effort using trained volunteers to teach adults to read. The program is administered and coordinated by the Shelton State Community College Adult Education Program and is funded by the Department of Postsecondary Education and by contributions from community organizations, churches, businesses and individuals. PLUS Tuscaloosa has three goals: to raise awareness of the problem of adult functional illiteracy; to recruit and train volunteer reading tutors; and to encourage participation of those who need assistance with reading. The program needs interested adults who can read and write English well, relate with sensitivity and compassion, and demonstrate patience and perseverance. **You do not need to be a professional teacher to volunteer.**

PLUS Tuscaloosa partnered with the Literary Council of West Alabama and the University of Alabama’s LITE Program to help fight the literacy problems of West Alabama. Julia Chancy, PLUS Tuscaloosa Coordinator, provided three tutor training sessions for University of Alabama students, Shelton State Community College

students, and community volunteers on how to teach an adult and/or child how to read. Vickie Holt, Literacy Coordinator of the Tuscaloosa County Board of Education, assisted in the tutor training by giving the tutors who would like to work with children tips on how to best serve a younger population.

Loo Whitfield, Adopt a School Coordinator for The Chamber of West Alabama, thanked the tutors for volunteering to help in the fight against illiteracy in West Alabama and provided information about the Literacy Council. Dr. Bruce Berger and the University of Alabama's LITE Program have devoted their time and dedication to making "Tutoring Struggling Readers of West Alabama" as their primary project this semester. Over 75 individuals attended the volunteer training and committed to helping a child or an adult learn to read. Shelton State Community College hosted the training and provided space, staff, and awards for continuing education credit.



WORKKEYS® UPDATE

Our Adult Education students continue to take advantage of the opportunity to take the WorkKeys® assessment which is available to all Adult Education students based on a prerequisite targeted instruction score. Instructors help ensure that students are ready for the WorkKeys® assessment by verifying that the students

- Have attended AT LEAST 12 hours in Adult Education classes
- Have passed the practice GED

We now have the replacement for WIN. It is called KeyTrain. Students should be encouraged to work on KeyTrain as often as possible, paying special attention to Locating information. If a student is ready to pass the GED test, they should be ready to take the WorkKeys Test. Encourage all students who are ready to take the test.

- When a student has met these requirements and is ready to take the test, instructors should send a hard copy or an email copy of the WorkKeys Online Registration Form to Gary Youngblood (gyoungblood@sheltonstate.edu). The assessment is given on Friday mornings at 9:00 and lasts until approximately 12:00. Each section of the test is 55 minutes. **The assessment is not given each week but is scheduled based on the number of students who need to take the test.** The test will be given in the GED Classroom on the C.A. Fredd Campus. At this time students are responsible for their own transportation to the assessment.

ALABAMA CAREER READINESS CERTIFICATE (CRC)

The Shelton State Community College Adult Education program tested a total of **80** students during the first two quarters of the 2008-2009 school year. A total of 75 CRC's were earned which yields a **94%** success rate. Only 5 students have failed to earn a CRC. A breakdown of the CRC's earned in each category is as follows:

- Bronze - 18
- Silver - 49
- Gold - 8

READY-TO-WORK

The Ready-to-work (RTW) Program is operated through the Alabama Department of Postsecondary Education division of Workforce Development. The College's **West Alabama Center for Workforce Development** will continue to provide Ready-to-Work (RTW) classes in Tuscaloosa County. Employment, retention, and wage gain

information for all participants is tracked. The RTW program goal is successful completion of the Alabama Certified Worker examination. RTW Program participants are required to secure the Alabama Career Readiness Certificate in order to complete the program. The West Alabama Center for Workforce Development and Adult Education staff will continue to partner to promote the GED and the CRC.

ENGLISH AS A SECOND LANGUAGE (ESL) UPDATE

We currently offer ESL classes in Tuscaloosa County at Tuscaloosa's One Place and Holy Spirit Catholic Church. The Tuscaloosa's One Place (TOP) class meets Monday through Thursday mornings and Monday, Tuesday, and Thursday afternoons; the Holy Spirit class meets Monday and Wednesday evenings.

AE staff members are pleased to participate in Tuscaloosa County's Hispanic Service Providers Network, which is coordinated by TOP. The network is involved in several projects to serve the Hispanic community including updating the *Hispanic Service Guide* and planning the next Brazos Abiertos (Open Arms) event. The 6th annual Brazos Abiertos event is scheduled for Sunday, April 26, 2009, from 1:00 to 4:30 pm in the Holy Spirit Catholic High School gymnasium. The theme for this year's event is "Helping People Prepare for a Better Future."

ENROLLMENT MANAGEMENT

Managed enrollment continues to be implemented in Tuscaloosa County with positive results. Attendance is improving, and Functioning Level Gains are increasing.

The Shelton State Community College Adult Education Program provides educational services at no cost to the learner, but admission to a class is not guaranteed. Some classes have waiting lists, while some have a reading prerequisite and/or age requirement.

Prior to enrolling in a class, students are required to attend an orientation session during which emphasis is placed on the Attendance Agreement, the Code of Conduct, Assessment, and Goal Setting. Students are assigned an orientation date according to their age and are placed in either a regular session (19 years of age and up) or a young adult session (16-18 years of age). During this process, students sign an attendance agreement. Failure to meet the guidelines of the attendance agreement will result in removal from the program.

According to the Attendance Agreement, students not attending 80% (100% for Young Adult Learners) of class times offered for two weeks in a row will be dropped from the program. Students will be encouraged to apply for readmission by writing the appropriate site coordinator, explaining reasons for absence, and stating a plan of action to improve attendance.

REGIONAL WORKSHOP

The next regional workshop will be provided online by the Department of Postsecondary Education. The professional development hours earned through this workshop will count towards the ten hours required for each Adult Education employee per year. The workshop will focus on young learners (16-19 years of age) and how we can best serve that age group. Congratulations to the four Shelton State Adult Education Program employees, Candy Denny, Kathy Perren, Carol Wilson, and Allen Young, who were selected to participate in the workshop. They will be taped and participate in a question

and answer session that provides ideas for and success stories of working with young adults.

ADULT EDUCATION ADVISORY COUNCIL

The program's advisory council is made up of community leaders from the program's five county service area. The council members share their time and expertise. This year's Advisory Council includes Isaac Atkins (Greene County Schools), Kathy Bailey (Tuscaloosa County – Voc. Rehab), Lew Drummond (Tuscaloosa - West Alabama Center for Workforce Development), Donald Elam (Bibb County Schools), Linda Hardwick (Tuscaloosa County – Alabama Employment Services), Joyce Levey (Tuscaloosa City Schools), Rebecca Mims (Tuscaloosa County Schools), William Ryan (Hale – AL Court System), Frank Stegall (Hale County Schools), Thomas J. Taylor (Tuscaloosa – Shelton State Community College) and Annie Walker (Sumter County Schools). The council will meet prior to the GED graduation ceremony in May of 2009.

ALABAMA GED SCHOLARSHIP (AGS)

- GED recipients are eligible to participate in a tuition scholarship program. Alabama GED Scholarship (AGS) Applications may be downloaded from the Alabama College System web site at www.accs.cc. Click on GED, then Scholarship Application. A copy of the press release may also be viewed at this site.
- For additional information, contact the AE office or **Jan Rogers** in the Counseling Center.

UPDATE ON LOCAL RECRUITMENT EFFORTS

Phillip Coleman delivered Adult Education flyers to the Women to Women's organization in Eutaw, Alabama.

The Adult Education Program provided a table with brochures and handouts at the Doing What Matters for Tuscaloosa's Children Conference on February 4, 2009. Curtis Coleman, Julia Chancy, Phillip Johnson, and Kristen Peoples were available for questions about how to obtain a GED and PLUS services.

Curtis Coleman, Julia Chancy, and Phillip Johnson were on Phillip Coleman's morning radio show speaking on the literacy problems in our area and offering information about opportunities that are available at the Shelton State Community College Adult Education Program.

Julia Chancy was quoted in *The Tuscaloosa News* and the *West Alabama Chamber of Commerce Newsletter* for her literacy tutor training that she coordinated and administered on the Martin campus for over 75 people.

QEP

The College has unveiled its **Quality Enhancement Plan, "Improving Student Success in Online Classes"**. Visit the QEP Blog at www.sheltonstate.edu.

TIMESHEET REMINDER

Supervisors should receive the Shelton State time sheets (and/or Time and Effort Sheets and/or Work Logs) and the Adult Education and Family Literacy Timesheet by the 13th of the month unless otherwise notified. Please proof the documents for accuracy and sign them.

AAESAP AND ARS REMINDER

Contact Hour Reports, Student Sign-in sheets, Update Forms, Separation Forms, Enrollment Forms, and the ARS report should be received by the Site Coordinator by the 3rd of the month. Please proof the documents for accuracy and sign the Contact Hour Report.

President's Day Trivia: Name the president that fits the description.

1. He had the very first bathtub installed in the White House.

2. The first of only two Presidents to be impeached.

3. He caught pneumonia during his inaugural speech and died one month later.

4. He was the first President born in the United States.

5. He was elected as President by the House of Representatives.

6. He was known as "Old Buck".

7. The only President to serve four terms.

8. He had a candy bar named after his daughter.

SHELTON STATE COMMUNITY COLLEGE ADULT EDUCATION PROGRAM

Toll Free Number: 1.877.643.3272 (1.877.6GE.DCRC)

Email: GED@sheltonstate.edu